

St. Louis City Department of Public Safety/Division of Corrections  
**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1. 1. 2</b>
<b>SECTION:</b>	1	General Administration	<b>EFFECTIVE DATE:</b> 8 / 17 / 2020
<b>SUBJECT:</b>	2	<b>Mission Statement, Core Values, and Goals</b>	
<b>STANDARDS: ACA 4 – ALDF – <span style="color: blue;">7D-01, 7D-01-01, 7D-03</span></b>			
<b>APPROVED:</b>  _____			<b>REVIEW DATE:</b> 8 / 17 / 20
<b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b>  8 / 21 / 20
Rescind: 1.1.2 dated 9/26/18 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to develop and maintain a Mission Statement, statement of core values, goals and objectives that allow for most cost-effective management and operation of its facilities consistent with improving environmental responsibility and sustainability. All employees shall be informed of their role in the mission of DOC.

The Division operates two facilities identified otherwise, for budget planning, as #632, or the Medium Security Institution; and #633, or the City Justice Center which houses individuals accused of law violations.

**II. RESPONSIBILITIES**

All City of St. Louis Division of Corrections employees are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Division or Division of Corrections:** Saint Louis City Division of Corrections.

**IV. PROCEDURES**

**A. Mission, Philosophy and Goals**

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1. The Appointing Authority establishes and provides a written statement that describes the mission, core values, measurable goals and objectives of the Division that are reviewed annually and updated, as needed.
2. The St. Louis City Division of Corrections Mission Statement supports the broader mission of the Department of Public Safety to safeguard the City's state of well-being, protect lives and property and, ensure the complete safety of its citizens, workers, and visitors. The Division accomplishes this by housing citizen's who are arrested by the Police and are awaiting an opportunity to answer the charges against them in a court of law. The Division ensures the safety and security of staff and inmates and provides opportunity for inmates to become a more productive citizen upon their re-entry into the free community.
3. The DOC Statement of Core Values are that all persons associated with the Division of Corrections, its staff, contract providers, volunteers and detainees are treated with utmost respect:
  - a. The Division resolves to address the needs of those confined in its facilities which they are unable to provide for themselves due to their incarceration.
  - b. The Division's mission is accomplished through the professional development of its staff. Such development is consistent with ACA (American Correctional Association) Standards, federal and state laws, City Ordinances and regulations as well as Divisional Procedures.

#### **4. Goals and Objectives**

The goals and objectives of the Division align with budget planning that focuses on housing and administrative programs. To achieve these goals and objectives, the Division will:

- Develop and retain professional staff by addressing educational advancement, professional certifications and employee wellness.
- Develop inmate re-entry process by assessing risks and needs of inmates and, providing programs facilitated by community input and volunteer professionals.
- Develop and enhance security through equipment and training.
- Assist Divisional staff in payroll, recruitment and retention related functions
- Maximize the effectiveness and efficiency of the Business functions to better enable the section to support the Division's need for supplies and services.

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- Maintain the physical plant and systems to include, for example, security surveillance, energy conservation via, building insulation, heating and ventilation, temperature control; as well as recycling and pollution reduction.
- Provide a comprehensive jail management system that includes secure links to the more frequently utilized law enforcement applications, courts and biometric application.
- Establish a method of efficiently ordering, rotating and disposing of computers and peripherals purchased by the Division of Corrections.
- Gain intellectual control of all Divisional records and documents; retain and respond to document requests in a timely manner as required by applicable laws.
- Train new staff for all sections of the Division. Provide In-Service training to address staff proficient and emerging issues within the Division.
- Ensure Procedures only exist to address Divisional requirements relative to security and physical plant design that are not covered in City Ordinance and Department of Personnel Administrative Regulations. Procedures should be consistent with industry standards and made available to staff.

### **B. Development of Mission Statement, Core values and Goals**

1. The Appointing Authority will develop the mission statement; establish core values, goals and objectives of the Division in the form of a five year plan.
2. The Appointing Authority will record the core values, mission statement, goals, and objectives in a written format.
3. After receiving a copy of the Division of Corrections Mission statement, core values, goals and objectives the Detention Center Superintendent of each facility formulates goals and objectives for each individual facility that incorporates the mission statement, core values, goals and objectives of the Division of Corrections.
4. The Detention Center Superintendent forwards the facility's original document with the goals and objectives to the Appointing Authority, for approval.
5. Once approved, the Appointing Authority returns the original document to each Detention Center Superintendents.

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6. The Detention Center Superintendent of each facility arranges for the printing and distribution of the facility's mission statement, core values, goals and objectives to unit or sectional heads.

**C. Annual Review**

The Appointing Authority, the Detention Center Superintendent – MSI, and the Detention Center Superintendent – CJC will meet annually to review the Division of Corrections' mission statement, core values, goals and objectives.

**D. Revision of Mission Statement, Core values, Goals and Objectives**

Whenever revisions are made to the mission statement, core values, goals and objectives of the Division, the Detention Center Superintendent of each facility follow Procedure A of this procedure and work rule for necessary updates.